



New Jersey Department of Environmental Protection Notice of Vacancy

Filling of this position is contingent upon further approval process

Title: Information Technology Specialist

Posting Number: M&B-2022-20

Open to: General Public

Workweek: 35 (35-hour) Workweek

Salary: (P21) \$56,893.23 — \$80,546.58

Opening Date: 6/20/2022

Closing Date: 7/5/2022

Existing Vacancies: One (1)

Program/Location: Department of Environmental Protection
Management & Budget
Information Technology
401 East State Street, 1st Floor
Trenton, NJ 08625

Scope of Eligibility: Open to applicants who meet the requirements below.

Description: Under direct supervision in a state department, agency, data center, institution, or state college, assists in at least one of the following areas: the design and preparation of least complex operation routines and computer programs for electronic data processing equipment utilizing required and current software, operating systems, and multiprogramming technology; the control and/or implementation/maintenance of highly technical operating systems associated with new generations of computers to function toward optimum utilization of available hardware/software using comprehensive knowledge of the operating system function; the development, implementation, and maintenance of multi-network, multi-user Local Area Networks (LAN), Metropolitan Area Networks (MAN), and/or Wide Area Networks (WAN), maintenance of centralized, decentralized and remote network services, network security, data integrity, network performance monitoring, network problems resolution, and user support; does other related duties as required.

Specific to the Position: The appointee will develop/update/edit NJEMS templates generally used to issue a wide variety of Enforcement documents; participate in the NJEMS modernization project which may include design document review/comment, design meetings, testing of the modernized modules, and interfacing with both program staff and contractors/vendors. Develop/update/edit Business Objects reports that supports C&E staff ongoing needs. The duties may also include handling daily/weekly responsibilities associated with managing the four (4) external & two (2) internal data exchanges.

Preferred Skill Set: Proficiency in all the major Microsoft Office 365 software – Outlook, Word, Excel, Power Point, for example. Knowledge of relational databases and software that interacts with them such as SQL Developer or Business Objects. XML knowledge and experience is a plus for the candidate.

Requirements

Education: Graduation from an accredited college or university with an Associate's degree in Computer Science or Computer/Information Technology.

NOTE: All U.S. degrees and transcripts must be from an accredited college or university. All foreign degrees and transcripts must be evaluated for accreditation by a recognized evaluation service by the closing date of this posting. Failure to provide documentation may result in ineligibility.

Experience: One (1) year of experience in at least one of the following areas: the design and preparation of programs for electronic data processing utilizing current operating systems, modification of systems software and multiprogramming technology; or the development, maintenance, or installation of application programs; or in performing technical support functions within a direct access device environment, or the development, implementation, and maintenance of multi-network, multi-user Local Area Networks (LAN), Metropolitan Area Networks (MAN), and/or Wide Area Networks (WAN) environment.

NOTE: Technical support functions include experience in resolution of online production and/or communications network problems, and/or code modification, testing, and debugging of program modules in an online environment, and/or space allocation and control of direct access storage devices (DASD management).

NOTE: A Bachelor's or Master's degree in Computer Science may be substituted for one (1) year of indicated experience. A general Bachelor's degree from an accredited college or university may be substituted for the Associate's degree.

SPECIAL NOTE ON SUBSTITUTING EXPERIENCE FOR EDUCATION

Experience in the study of work methods/processes, analysis of varied types of data, design and preparation of systems/programs, operation of multiprogramming computer systems and work in the data processing support areas of input/output control or reliability support may be substituted for the required education on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

NOTE: Evidence of formal training in Computer Science/Information Technology received at an accredited institution may be submitted with your application for evaluation by the Civil Service Commission for possible credit. These training courses will be examined to see how they compare, both in hours/content, to college courses to which they equate, sixteen (16) training hours being equal to one (1) college credit. In house training courses will not be accepted as meeting this criterion; thus, they will not be evaluated.

License: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Residency: All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act".

Authorization to Work: Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship, and Immigration Services regulations. **Note:** The State of New Jersey does not provide sponsorship for citizenship to the United States.

Note: Interviews will be granted based on the cover letter, resume and credentials submitted in response to this notice. Applicants may be required to provide a copy of their transcripts at time of interview.

Per Executive Order 253, all State employees are required to be fully vaccinated against COVID-19 or undergo weekly testing. Please do not submit proof of vaccination at this time; instructions will be provided if an offer of employment results from this NOV.

Veteran's Preference: To qualify for New Jersey Veteran's Preference/status, you must establish Veteran's Preference through the Department of Military and Veterans' Affairs. Please submit proof of your Veteran's

Preference along with your resume as indicated below. For more information, please visit <https://nj.gov/military/veterans/services/civil-service/preference/>

Submit Letter of Interest, Resume, and e-mail address by 4:00 PM on the Closing Date to:

Melissa Burk-Pocino

Management & Budget

E-mail Address: EXECUTIVE.Resumes@dep.nj.gov

Please include the title and posting # of this Notice of Vacancy in the subject line of your e-mail.

Posting Authorized By:

Phiroza Stoneback, Manager

Division of Human Resources

The New Jersey Department of Environmental Protection is an Equal Opportunity Employer and is committed to inclusive hiring and a diverse workforce. We strongly encourage people from all backgrounds to apply. Accommodations under ADA will be provided upon request.